



2005

Welcome to the Miami Valley

Combined Federal Campaign (CFC)

Chairperson / Keyworker Training



2005 CFC Team

CFC Chairperson

Mr. Douglas Bowers, AFRL/VA
Project Officer: Ms. Robin Fish

CFC Co-Chair

Mr. James McGinley, AFSAC/FM
Project Officer: Ms. Amie Flax

CFC Director

Ms. Jacqueline (Jackie) Rice
Assistant: Ms. Valeria McDaniel



Introduction

- ❖ Background
- ❖ Contributions
- ❖ Steps to Success
- ❖ Chairperson and Keyworker Responsibilities to Ensure a Successful Campaign
- ❖ Campaign Material
- ❖ Dates to Remember
- ❖ Summary



CFC - What Is It?

- ❖ The only authorized charitable fund raising drive in the Federal workplace, with the exception of the Air Force Assistance Fund at WPAFB.
- ❖ On-the-job solicitation of all Federal Government employees whether in the uniformed services, civil service or the Postal Service
- ❖ Authorized by Executive Order-governed by public law and administered by the Office of



Why Is There A CFC?

- ❖ Established by Executive Order in 1964
- ❖ Single Unified Annual Campaign
- ❖ Provides for Payroll Deduction
- ❖ Solicitation at the Work Place
- ❖ Effective and Meaningful
 - ❖ Helps improve our community
 - ❖ Provides human services to those in need
 - ❖ Promotes the general welfare by making the world a better place in which to live



Why Give?

- ❖ 1 of 4 federal employees needs help - That may be "you"
- ❖ Improving people's lives today - helping them succeed tomorrow
- ❖ Payroll deduction is very convenient
- ❖ The Caring and Sharing of military & civilian Federal employees has a positive impact on the lives of many people



Did You Know?

A \$26 contribution will
Buy . . .

- ✓ 104 lbs of food for local food pantries to distribute to families and individuals in need
- ✓ A wig for a cancer patient who has lost her hair
- ✓ 200 lbs of sunflower seeds for bird feeders
- ✓ Two nights of shelter for someone who is homeless
- ✓ A morning of summer camp for a child with epilepsy
- ✓ Six home delivered meals for a homebound senior citizen



How To Contribute? Payroll Deduction vs. Cash

- ❖ Why payroll deduction?
- ❖ Easy for contributor
- ❖ Spread over 12 months
- ❖ Higher average gift – 2004 CFC
- ❖ \$349 for payroll deduction
- ❖ \$123 for cash gift

- ❖ Contractors, reservists, and retired military
 - ❖ cash/check contributions only



Pillar Giver Program

- ❖ Accounted for over \$ 2.7 million in the 2004 campaign
- ❖ Suggested giving guide is located on the inside cover of the pledge card--amounts are equivalent to only one hour's pay per month over a year
- ❖ Example of suggested giving amount for Pillar Giver program:
 - ❖ A Civilian (GS 12-5) is \$416; resulting in a \$16 deduction for 26 pay periods
 - ❖ A Military (E8-10) is \$288; resulting in a \$24 deduction for 12 pay periods
 - ❖ Double Pillar Giver - contributes two hour's pay per month over a year; double the suggested giving amount for Pillar Giver



CIVILIAN/MILITARY SUGGESTED GIVING AMOUNT:

One hour's pay per month over a year

GS RATE

GRD	1	2	3	4	5	6	7	8	9	10
1	108	112	116	119	123	125	129	132	132	136
2	122	125	129	132	134	138	142	146	150	153
3	133	137	142	146	151	155	160	164	169	173
4	149	154	159	164	169	174	179	184	189	194
5	167	173	178	184	189	195	201	206	212	217
6	186	192	199	205	211	217	224	230	236	242
7	207	214	221	228	235	241	248	255	262	269
8	229	237	245	252	260	267	275	283	290	298
9	253	262	270	279	287	295	304	312	321	329
10	297	288	297	307	316	385	335	344	353	362
11	306	317	327	337	347	357	368	378	388	398
12	367	379	392	404	416	428	441	453	465	477
13	437	451	466	480	495	509	524	538	553	568
14	516	533	550	568	585	602	619	636	654	671
15	607	627	647	668	688	708	728	749	769	789

WG RATE

WL RATE

GRD	1	2	3	4	5	GRD	1	2	3	4	5
1	151	157	163	170	176	1	166	173	180	187	193
2	164	171	177	184	191	2	180	188	195	203	210
3	177	184	192	199	206	3	194	202	211	219	227
4	190	198	206	213	221	4	209	218	226	235	244
5	203	249	220	228	237	5	223	232	242	251	260
6	216	225	234	243	252	6	237	247	257	267	277
7	229	238	248	257	267	7	252	262	273	283	294
8	215	250	260	270	280	8	264	275	286	297	308
9	249	260	270	281	291	9	274	286	297	309	320
10	260	270	281	292	303	10	284	297	309	321	333
11	269	279	291	302	314	11	296	308	320	333	346
12	278	290	302	313	325	12	306	319	332	344	358
13	288	300	311	324	336	13	317	330	343	356	370
14	297	310	322	335	347	14	327	341	354	368	382
15	307	320	332	345	358	15	337	352	365	380	394

SENIOR EXECUTIVE SERVICE

ES-1	788	ES-3	895	ES-5	1,081
ES-2	842	ES-4	973	ES-6	1,081

The CFC Committee has approved this guide. It is not a quota or assessment. What you give is your decision. Please be as generous as you can.

Thank you.

COMMISSIONED OFFICERS

YRS	<2	2	3	4	6	8	10	12	14	16	18	20	22	24	26
O-10	995	995	995	995	995	995	995	995	995	995	995	995	999	1,018	1,051
O-9	882	882	882	882	882	882	882	882	882	882	882	882	893	910	938
O-8	723	741	754	757	772	797	803	827	834	855	885	912	931	931	931
O-7	557	578	588	596	611	625	641	657	674	725	769	769	769	769	769
O-6	427	461	486	486	505	507	531	574	599	624	638	638	652	680	680
O-5	367	404	426	430	444	452	471	484	502	528	541	553	568	568	568
O-4	318	357	376	381	398	417	441	460	472	480	484	484	484	484	484
O-3	276	305	325	349	363	378	388	404	413	413	413	413	413	413	413
O-2	238	264	297	305	310	310	310	310	310	310	310	310	310	310	310
O-1	208	215	250	250	250	250	250	250	250	250	250	250	250	250	250

WS RATE

GRD	1	2	3	4	5
1	231	241	250	260	270
2	244	254	264	275	285
3	257	268	278	289	300
4	270	281	293	304	315
5	283	295	307	318	330
6	296	308	321	333	345
7	307	320	333	345	358
8	318	331	344	358	371
9	327	341	355	369	382
10	337	352	365	380	394
11	346	360	374	389	403
12	356	371	386	401	416
13	369	384	399	415	430
14	382	397	413	429	445
15	394	410	427	443	460
16	409	426	443	460	477
17	425	442	460	478	495
18	443	461	480	498	517
19	457	476	495	514	533

COMMISSIONED OFFICERS WITH OVER 4 YEARS OF ENLISTED

YRS	<2	2	3	4	6	8	10	12	14	16	18	20	22	24	26
E-9	0	0	0	0	0	332	338	346	355	364	379	391	404	424	
E-8	0	0	0	0	0	278	288	294	301	309	323	331	343	350	366
E-7	206	220	227	235	242	253	260	266	278	284	289	292	304	311	329
E-6	181	195	201	208	214	229	241	247	321	250	250	250	250	250	250
E-5	165	174	180	186	196	205	211	214	214	214	214	214	214	214	214
E-4	150	155	162	168	174	174	174	174	174	174	174	174	174	174	174
E-3	136	142	149	149	149	149	149	149	149	149	149	149	149	149	149
E-2	129	129	129	129	129	129	129	129	129	129	129	129	129	129	129
E-1	118	118	118	118	118	118	118	118	118	118	118	118	118	118	118

ENLISTED MEMBERS

YRS	<2	2	3	4	6	8	10	12	14	16	18	20	22	24	26
E-9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E-8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E-7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E-6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E-5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E-4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E-3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E-2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E-1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

WLS RATE



2005 Recognition Items

- ❖ All Contributors ~ Wallet-sized Calendar with Tipping Guide
- ❖ Pillar Giver ~ CFC Customized Ceramic Coffee Mug
- ❖ Double Pillar Giver ~ Ceramic CFC Coffee Mug and a CFC Travel Umbrella
- ❖ Leadership Giver ~ Rosewood Pen Case and Holder with business card slot



2005 Coming Attraction

Early Bird Incentive Award

- ❖ To qualify pledges must be turned into the CFC office by the Organizational Chairperson beginning 5 Oct
- ❖ First 2,000 individuals who give a pledge via payroll deduction or cash/check
- ❖ Receive a “Thank You” gift bag with 5 chocolate candy medallions

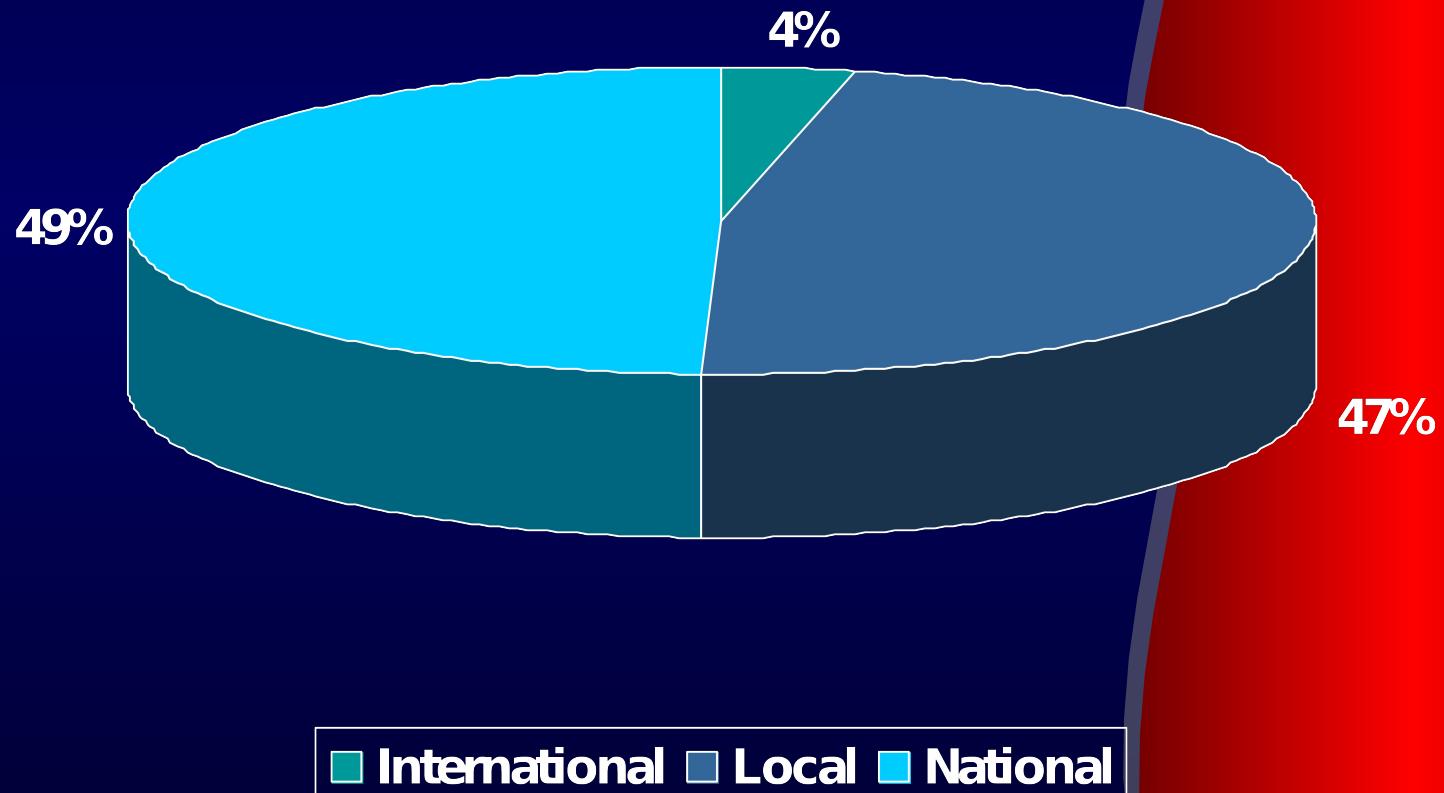


Where Will My Gift Go?

- ❖ Where you want it to go
- ❖ There are over 1,800 eligible and qualified agencies listed in the 2005 Contributor's Information Guide
- ❖ Everyone is encouraged to designate
- ❖ All undesignated funds will be distributed to organizations in the Contributor's Information Guide in the same proportion they received designations in the campaign
- ❖ Of \$2,935,620 contributed through CFC during the 2004 campaign only \$84,451 or



2004 Designation Distribution





What is the Contributor's Information Guide?

- ❖ Listing that includes agencies eligible to participate in our CFC
- ❖ Contains information regarding CFC
- ❖ Alphabetical index of agencies with page numbers
- ❖ List is in three sections - order rotates each year
 - ❖ First section - Local Agencies
 - ❖ Second section – National Agencies
 - ❖ Third section - International Agencies



What is the Contributor's Information Guide?

- ❖ For each agency listed
 - ❖ 4 digit code number, Description of agencies programs
 - ❖ Agency's phone number, Admin/fundraising expense %
 - ❖ IRS - Employer Identification Number,
 - ❖ Web site address (if provided),
 - ❖ This guide is available on our website at <http://cfc.wpafb.af.mil>
- ❖ Qualification Criteria
 - ❖ Local presence, Open at least 15 hours a week
 - ❖ IRS standards, Annual Report ,
 - ❖ Substantiation of programs and services



How Much Does It Cost to Run The CFC?

- ❖ In 2004, 6.5% of funds raised in our area were used for:
 - ❖ Printing Material
 - ❖ Training Volunteers
 - ❖ Auditing
 - ❖ Disbursement of contributions to agencies
 - ❖ Management & Administration
 - ❖ Recognition Items
- ❖ The agencies that receive designated funds from the campaign share proportionately in the campaign related cost.
- ❖ The National average cost for managing CFCs is 9.7%



Campaign History

	<u>Personnel</u>	<u>% Participation</u>	<u>Avg. Gift</u>	<u>Raised</u>
-				
2001	22,844	46.9	\$260.62	\$2,847,364
2002	23,303	42.7	\$273.58	\$2,782,486
2003	22,449	44.5	\$285.30	\$2,916,401

❖ In 2004 over \$2,742,260 came from
2004 Givers - 93% of the total dollars \$2,935,620
raised in the campaign



2005 Miami Valley CFC

Campaign Goal

\$2,626,000



Steps To Success

- ❖ Get leadership involved
- ❖ Plan Early
 - ❖ Schedule Solicitation Special Events
 - ❖ Commanders/Directors Call
- ❖ Develop a campaign team
 - ❖ Keyworkers
 - ❖ Training sessions



Steps to Success

- ❖ Publicity - builds enthusiasm & motivation
 - ❖ Special Events:
 - Bake Sales
 - Dress Down Days
 - Breakfasts
 - In-House Golf
 - Haunted House
 - White Elephant Sales
 - Golf/Bowling/Sports Outings
 - Ice Cream Socials
 - Dunking Booth
 - Pie In The Face
 - Other Fun Events
- ❖ Encourage Payroll Deduction
- ❖ 100% Personal Contact - face to face contact with everyone -- response from every potential contributor (yes or no)



Steps to Success

- ❖ Group Meeting
 - ❖ Presents CFC uniformly to the people
 - ❖ Removes distractions of the work area
 - ❖ Beneficiary speakers
 - ❖ Show CFC video
 - ❖ Recognition items
- ❖ Individual contact following group meeting
 - ❖ Tailor CFC message to the individual
 - ❖ Opportunity to encourage participation & Pillar program
- ❖ Be prepared for questions and concerns



Caring for Community Aw

- ❖ Federal agencies , squadrons, directorates and 2 letter organizations
- ❖ As an award recipient, you will receive the following:
 - ❖ An award certificate for your outstanding commitment to the community
 - ❖ Public acknowledgement at the CFC Recognition Breakfast
- ❖ Eligibility Requirements: Must complete 7 out of 10 CFC Best Practices/Steps to Success
- ❖ To receive award recognition and be acknowledged at the December 7th breakfast, entries must be submitted to Jacqueline Rice at the Combined Federal Campaign office by November 14, 2005
- ❖ To obtain an entry form, visit the CFC website at <http://cfc.wpafb.af.mil> and look under “Recognition”, or contact your CFC Loaned Executive at (937) 257-0292



The Loaned Executive

The value to Chairperson & Keyworkers

- ❖ To assist in planning, implementation and management of employee campaigns
- ❖ To provide campaign materials
- ❖ To assist chairpersons/keyworkers in employee presentations at Commanders calls, briefings, and with employee groups
 - ❖ Agency speakers
 - ❖ Showing the CFC Video
 - ❖ Answering campaign related questions
 - ❖ Help sell employee on the importance of giving



Keyworker Responsibilities

- ❖ Plan, organize, develop a campaign schedule with special events
- ❖ Be aware of rules and responsibilities as set forth in the Information Guide, the Keyworkers Training Guide and the fund raising events guidelines promulgated by WPAFB
- ❖ Work with Loaned Executives to arrange group meeting
- ❖ Personally contact everyone - 100%
- ❖ Provide literature and pledge card - explain



Keyworker Responsibility

- ❖ Encourage the Pillar Program and giving through payroll deduction
- ❖ Show the CFC film
- ❖ Thank contributors and provide appropriate recognition items
- ❖ Turn in daily to chairperson/2 letter, all pledge cards, cash, checks completing the keyworker envelope -- **ACCURACY**



Pledge Card Example

OPM FORM 1654 June 2005
CFC Control No. 0686

Combined Federal Campaign, Greater Miami Valley Area
184 Salem Avenue, Dayton, Ohio 45406-5877

ATTENTION PAYROLL OFFICES:
Only use this number to identify the local campaign.

PRINT NAME (LAST)

(FIRST)

(MI)

FEDERAL ORGANIZATION

DOE

JOHN

L

CIVILIAN
 MILITARY

DOD-AIR FORCE

UNIT/DIVISION AND
PAYROLL OFFICE NUMBER
(OPTIONAL)

HQ AFMC/EM
97380 100

WORK ADDRESS & ZIP CODE

1940 ALLBROOK DR., WPAFB, OH 45433

WORK PHONE

257-1111

SOCIAL SECURITY NUMBER

123-45-6789

CONTRIBUTION: Fill in the blank showing the amount of your payroll allotment, cash or check contribution.

Write in the total of your annual contribution in the space provided.

ALLOTMENT SOURCE AMOUNT INTERVAL TOTAL GIFT

MILITARY PAYROLL	\$	X 12 months	\$
CIVILIAN PAYROLL	\$ 20.-	X 26 pay periods	\$ 520.-

Other \$ _____ (cash/check payable to CFC)

CFC Organizations do not provide goods or services in whole or partial consideration for any contributions made to organizations via this pledge card.

RECOGNITION OPTIONS

Check ONE Box: If both boxes are checked, no information will be released.

DO NOT release any information to charities.

Release my name and the (optional) home address and / or home e-mail contact information I provide below to all the charities I designated. If I do not provide home contact information, only my name will be released.

STREET 1441 THANKS ST.

CITY DAYTON STATE OH ZIP CODE 45234
E-MAIL johndoe@isp.com

VOLUNTEER: I would like to be a workplace CFC volunteer next year.

Please contact me for more information at: 257-4162

Four Digit Charity Code	Annual Amount
1 8 5 7	\$ 130.00
1 2 3 4	130.00
1 2 3 7	130.00
1 3 5 6	130.00

DESIGNATED GIFTS: To designate one or more charities or federated groups that appear on the list provided, fill in the charity or federation code(s) and dollar amounts above:

PAYROLL DEDUCTION AUTHORIZATION

I hereby authorize any agency of the United States Government by which I may be employed during 2006 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2006 starting with the first pay period that begins in January and ending with the last pay period that begins in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.

SIGNATURE *John Doe* DATE 10/6/05



Special Events & Pledge Cards

- ❖ For special CFC fundraising events such as auctions, bake sales, carnivals, athletic events or other activities, the event coordinator must do one of the following:
 - ❖ Allow donors to designate their money to any of the CFC organizations or federations published in the Contributor's Information Guide, or
 - ❖ Advise all donors that their donation will be counted as an "Undesignated Contribution".
- ❖ Conducting a special event for a specific organization or charity must be avoided.
- ❖ The event coordinator must complete a CFC pledge card(s) and turn in with the proceeds from the event. Pledge Card Copy #2 (yellow) is needed for processing.
- ❖ Please note: For special events, individual pledge cards from participants are not needed. Just keep track of donor designations and then record the code numbers on the pledge card being turned in by the event coordinator. Charitable



Special Event Pledge Card Example



41321

OPM FORM 1654 June 2004
CFC Control No. 0686

ATTENTION PAYROLL OFFICES:
Only use this number to identify the local
campaign.

*Combined Federal Campaign, Greater Miami Valley Area
184 Salem Avenue, Dayton, Ohio 45406-5877*

PRINT NAME (LAST)

(FIRST

(MI)

FEDERAL ORGANIZATION

UNIT/DIVISION AND
PAYROLL OFFICE NUMBER

SPECIAL EVENT

CIVILIAN
 MILITARY

AIR FORCE

HQ AFMC / FM

WORK ADDRESS & ZIP CODE

WORK PHONE

SOCIAL SECURITY NUMBER

CONTRIBUTION: Fill in the blank showing the amount of your payroll allotment, cash or check contribution. Write in the total of your annual contribution in the space provided.

IN THE TOTAL OF YOUR ANNUAL CONTRIBUTION IN THE SPACES PROVIDED.			
CONTRIBUTION	PER PAY AMOUNT	INTERVAL	WRITE-IN TOTAL
MILITARY PAYROLL	\$	X 12 months	\$
CIVILIAN PAYROLL	\$	X 26 pay periods	\$
Other \$	200	(cash/check payable to CFC)	

CFC Organizations do not provide goods or services in whole or partial consideration for any contributions made to organizations via this pledge card.

CHECK ALL THAT APPLY

- DO NOT release any information.

Release my name only to the charities I designated.

Release my name and contact information to the charities I designated.
(Provide your home mailing address and/or e-mail address)

STREET _____

CITY _____ STATE _____ ZIP CODE _____

E-MAIL

NOTE: If all three boxes are checked, no information will be sent.

DESIGNATED GIFTS: To designate one or more charities or federated groups that appear on the list provided, fill in the charity or federation identification number(s) and dollar amounts here:

I hereby authorize any agency of the United States Government by which I may be employed during 2005 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2005 starting with the first pay period that begins in January and ending with the last pay period that begins in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.

SIGNATURE _____

DATE _____



Keyworker Turn-in Procedure

WPAFB Only

- ❖ Turn in Keyworker envelope to Chairperson daily
- ❖ Envelope should contain for military and civilian employees
 - ❖ Pledge cards (appropriate copies)
 - ❖ Checks, cash, and Pillar information forms
 - ❖ Confidential gifts should be in a sealed envelope



Keyworker Turn-in Procedures - WPAFB

PLEDGE CARDS Only

- ❖ Military Only:
 - ❖ Copies 1 and 2 of the pledge form
 - ❖ Confidential gifts should be in a sealed envelope
- ❖ Civilian Only:
 - ❖ Only copy 2 of the pledge form
 - ❖ Copy 1 of the pledge form should be retained by the keyworker. Give all of these to your organization's Customer Service Representative (CSR) in the WPAFB Civilian Payroll Deduction Envelope

PLEASE DOUBLE CHECK ALL CONTENTS AND



COMBINED FEDERAL CAMPAIGN

Customer Service Rep.

ASC/PK Org/Symbol

WPAFB Civilian Payroll Deduction

Payroll Copies Only

Process on or before 15 December

of Payroll Copies (copy 1, white) Enclosed

5

INSTRUCTIONS: For Customer Service Representative (CSR)

1. Please enter each contributor's payroll deduction CFC pledge bi-weekly amount and Social Security Number.
2. Retain with employees pay records.



Combined Federal Campaign

Serving Champaign, Clark, Clinton, Darke, Fayette, Greene,
Miami, Montgomery, Preble, Shelby, and Warren Counties, Ohio

KEYWORKERS REPORT ENVELOPE

PLEASE COMPLETE

Organization/Symbol

ASC / PK

Federal Agency

WPAFB

Keyworker's Signature

John Doe

Phone

5-7000

Date

5 OCT 05

Date:	No. of Pledges	Total Annual Contributions
CIVILIAN PAYROLL DEDUCTION	3	\$ 450
CIVILIAN PLEDGES PAID IN FULL	17	\$ 2750
MILITARY PAY ALLOTMENT	5	\$ 700
MILITARY PLEDGES PAID IN FULL	15	\$ 2000
SPECIAL EVENTS		\$ 200
TOTALS OF THIS REPORT ONLY	40	\$ 6100

INSTRUCTIONS – TURN IN TO ORGANIZATION CHAIRPERSON DAILY

MILITARY: Please enclose copies #1 and #2 of Pledge Cards.

CIVILIAN: Please enclose copy #2 of Pledge Card - copy #1 should be forwarded to your org's customer service representative/respective payroll office.

ALL: Please enclose cash/check as appropriate, Pillar Giver information forms, and confidential envelopes unopened.



Keyworker Turn-in Procedures

- ❖ Turn in Keyworker envelope to Chairperson daily
- ❖ Fill in front of envelope in its entirety. The envelope should contain:
 - ❖ Checks, cash, and Pillar information forms.
 - ❖ Confidential gifts should be in a sealed envelope
 - ❖ Enclose only copy 2 of the pledge form. Copy 1 should be forwarded to your respective payroll office

PLEASE DOUBLE CHECK ALL CONTENTS & FIGURES



Chairperson's Checklist for Turn-in

- ❖ The Chairperson's Envelope is the method by which you turn in collected pledge forms, pillar giver information forms and contributions DAILY
- ❖ Collect unsealed keyworkers envelopes daily
- ❖ Deposit cash and CFC checks to CFC account at Bank One daily using the supplied deposit tickets
- ❖ Review pledge forms to ensure entries/authorizations are complete and legible and pillar giver section is completed if applicable



Chairperson's Checklist for Turn-in

- ❖ Using information from Keyworkers' report envelope, complete the chairperson's audit report form
- ❖ Envelope contents
- ❖ Keyworker envelope with correct copy(ies) of pledge forms
- ❖ Bank deposit slip(s)
- ❖ Audit report form(s) (white and yellow copy)

CHAIRPERSON AUDIT REPORT FORM



Agency/Activity
(Name or Symbol)

ASC

Date 5 OCT 05
Report # 181

SPECIAL EVENTS	CIVILIAN PAYROLL			CIVILIAN CASH/CHECKS		MILITARY PAYROLL			MILITARY CASH/CHECKS		TOTAL (optional)	
	A	B	C	D	E	F	G	H	I	J	K	
ORGANIZATION/SYMBOL	\$	# of Donors	\$	# of Donors	\$	# of Donors	\$	# of Donors	\$	# of Donors	\$	
ASC/PK	200	3	450	17	2750	5	700	15	2000	40	6100	
TOTAL	200	3	450	17	2750	5	700	15	2000	40	6100	

Total cash/check contributions (A+E+I)

4750

Total payroll contributions (C+G)

1150

Audited by

Total civilian donors (B+D)

20

Phone #

Total military donors (F+H)

20

Suzzy Q
257-1111



For CFC Office Use Only:

BATCH # _____

Combined Federal Campaign

Serving Champaign, Clark, Clinton, Darke, Fayette, Greene,
Miami, Montgomery, Preble, Shelby, and Warren Counties, Ohio

CHAIRPERSON TURN-IN ENVELOPE

PLEASE COMPLETE

Report Number 1 of 2 Date 5 Oct 05
Organization ASC
Federal Agency VSAF- WPAFB
Chairperson's Signature Suz Q
Phone Number 257-1111

CHAIRPERSON CHECK-LIST (✓)

- Collect Keyworker Envelopes.
- Double check figures and contents of Keyworker Envelopes.
- Deposit cash and checks to CFC bank account using supplied deposit slips.
- Review pledge cards to ensure entries and authorizations are complete and legible.
- Complete, sign and enclose audit form (yellow and white copy).
- Enclose Keyworker Envelopes.
- Enclose copies #1 and #2 of pledge cards for military only.
- Enclose copy #2 of pledge cards for civilian only.
- Enclose Pillar Giver Information forms.
- Enclose bank deposit slips (two copies).
- Enclose confidential envelopes unopened.
- Double check contents of Chairperson Turn-in Envelope.

THANK YOU FOR YOUR LEADERSHIP!



Chairperson's Turn-In Procedures

- ❖ For WPAFB commands, turn in daily to the CFC HQ,WPAFB, Area C, Bldg 1, Door 22
- ❖ ASC - contact Maj. Carolyn Jacobson at 656-9311
- ❖ 88 ABW/Med. Grp. - contact LtCol. Scott Hale at 257-9802
- ❖ AFRL - contact Lt. Kiran Shenoy at 255-4474 x3242
- ❖ HQ AFMC - contact Ms. Sandra Oswald at 656-0879
- ❖ For other than WPAFB commands, coordinate the daily turn in of Chairperson's report with the CFC office at 257-0292
- ❖ Pick up recognition items at CFC HQ at time of daily turn in or coordinate delivery with your Loaned Executive

PLEASE DOUBLE CHECK ALL CONTENTS AND FIGURES



Additional Substantiation of Charitable Contributions

- ❖ The Internal Revenue Service (IRS) requires a separate substantiating document for single contributions of \$250 or more. This includes one time contributions made by cash or check.
- ❖ To receive this substantiating document, contact CFC HQ at 257-0292/0295



Important Dates to Remember

- ❖ **Keyworker Training:** **14 or 16 Sep 05**
0900 or 1300
WPAFB Myers Hall
Area B, Bldg 435

21 or 23 Sep 05
0900 or 1300
WPAFB FM Conference

Room

Area C, Bldg 1, (CFC

Office Bldg)

- ❖ **Keyworkers need only attend one training session**
- ❖ **The Chairperson will pick up printed CFC training materials at 22 South, 1st CFC HQ Bldg 1**



Important Dates to Remember

- ❖ CFC Begins Center 5 Oct 05 with the Kick Off event at The Nutter
- ❖ CFC Closes 18 Nov 05
- ❖ Recognition Breakfast Conference Area A, 7 Dec 05 at the Hope Hotel & Center-WPAFB



CFC Kickoff

- ❖ Kick Off Day: 5 October 2005
- ❖ Event: Agency Fair with over 100 charities to provide information and answer questions
- ❖ Music Entertainment & Free Food/Beverages & Door Prizes
- ❖ Participation: Open To All Federal Employees
- ❖ Location: The Nutter Center
3640 Colonel Glenn Highway
- ❖ Time: 1100 HRS to 1300 HRS



Summary

- ❖ Command and management support
- ❖ 6 week campaign requires leadership, enthusiasm, and participation
 - ❖ Organize your team
 - ❖ Publicize your campaign
 - ❖ Plan now
- ❖ Stress payroll deductions



Summary

- ❖ INCREASE PARTICIPATION- “ASK” every employee to please give
- ❖ Promote “Pillar Giver”, “Double Pillar Giver” and “Leadership Giver” opportunities
- ❖ Use Loaned Executives for planning and implementation of your campaigns
- ❖ Sell “If I don’t help, who will?” Each and every person can make a difference
- ❖ We’re here to help



The Power of You



Making a Difference

in the Lives of Others



Thank You!!!

